

1805 - PARKING ENFORCEMENT SPECIALIST I

NATURE OF WORK

Responsible work in the enforcement of parking regulations in the City's Parking Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Rides a three-wheel vehicle along a prescribed route.

Watches for parking violations, including overtime, improper, and restricted parking, invalid license plate or invalid inspection sticker, and to issue parking summonses to offenders.

Assists the general public by giving directions and answering questions based on knowledge of the City and surrounding areas.

Responds to parking complaint calls from the Police and Beach Patrol Departments and the general public.

Directs traffic during emergencies and during events at the Convention Center.

Finds and places bags on rented meters according to rental information from office.

Reports broken meters, missing signage and any situations which may be dangerous for follow-up by the appropriate City department.

Assists fire and rescue as needed at accident scenes.

Seeks out, cite and order for tow court ordered scofflaw vehicles.

Testifies in court when necessary.

Completes paperwork and prepares clerical reports as required.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability and willingness to learn to ride a three-wheel vehicle.

Walk an enforcement route, and/or volunteer for bicycle enforcement routes.

Willingness to do routine work; ability to work under little supervision.

Ability to remember detailed routes and procedures.

MINIMUM REQUIREMENTS

Certification as a Parking Enforcement Specialist in the state of Florida. Driver's license with a motorcycle endorsement. Ability to direct traffic.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other

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employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. The job includes significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work methods are prescribed in detail, and usually performed under little direct supervision.

SUPERVISION EXERCISED

None.

rev. 2/99